



CAREER OPPORTUNITY

JOB TITLE	Supply Chain Graduate
COMPANY	Universal Paper and Plastics
DEPARTMENT	FG/Raw Materials/Logistics/ Planning and Procurement

PURPOSE OF THIS POSITION

The Supply Chain Graduate will gain an understanding of the broader Supply Chain – which can include (but is not limited to) projects, planning, procurement warehousing, customer service and distribution / transportation. A strong focus on finding more efficient and effective ways of managing the supply chain UPP and UPM – from a cost, quality, assured supply, and people perspective. We currently have two main graduate programme categories / routes: Administrative route – focusses on Planning, Procurement and General Warehouse Operations. Operations route – focusses on Planning, Inventory & MHE Management and General Warehouse Operations.

JOB TASKS & RESPONSIBILITIES

Administrative Route – Planning, Procurement & General Warehouse Operations Operations Route – Planning, Procurement & General Warehouse Operations

Planning

- Exposure and experience relating to the Supply Chain Planning Department which manages the UPP & UPM production and raw material planning function.
- Learning how to plan effectively through implemented processes, standards & systems. Assisting with identifying improvement opportunities and drawing up and implementing procedures, OPL's and work instructions.
- 1 month on the job learning, 3 months job shadowing and a final formal assessment.

Procurement

- Exposure and experience relating to the Supply Chain Procurement Department which manages the UPP & UPM procurement function.
- Learning how to procure effectively through implemented processes, standards & systems.
- Assisting with identifying improvement opportunities and drawing up and implementing procedures, OPL's and work instructions.
- 1 month on the job learning, 3 months job shadowing and a final formal assessment.

General Warehouse Operations

- Exposure and experience relating to implementing operational procedures, OPL's and work instructions required to manage UPP's warehouses.
- Learning how to manage inventory effectively through implemented standards & systems.
- Exposure to supply chain complexities that exist in the various warehouse facilities.
- 1 month on the job learning, 3 months job shadowing and a final formal assessment.

Planning

- Exposure and experience relating to the Supply Chain Planning Department which manages the UPP & UPM production and raw material planning function.
- Learning how to plan effectively through implemented processes, standards & systems. Assisting with identifying improvement opportunities and drawing up and implementing procedures, OPL's and work instructions.
- 1 month on the job learning, 3 months job shadowing and a final formal assessment.

Distribution

- Exposure and experience relating to implementing operational procedures, OPL's and work instructions required to manage UPP's distribution function and fleet. Learning how to manage distribution related activities effectively through implemented standards & systems.
- 1 month on the job learning, 3 months job shadowing and a final formal assessment

General Warehouse Operations

- Exposure and experience relating to implementing operational procedures, OPL's and work instructions required to manage UPP's warehouses. Learning how to manage inventory effectively through implemented standards & systems. Exposure to supply chain complexities that exist in the various warehouse facilities.
- 1 month on the job learning, 3 months job shadowing and a final formal assessment.



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KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Knowledge and understanding of warehouse principles, activities, and functions (inbound and outbound).
- Computer literacy: MS Office.
- Language ability: Must be able to converse, read and write fluently in English.
- Ability to work independently.
- Must take pride in his/her work.
- Resilience to work under pressure.
- Conflict handling and resolution.
- The ability to work well in teams.
- A focused and self-motivated approach to work.

MINIMUM REQUIREMENTS

1. Minimum: Completion of tertiary degree in supply chain, logistics or operations with a focus on logistics.
2. Post graduate qualification will be advantageous.

APPLICATION

- Submit your CV to Shamiek at snarrandes@upap.co.za
- Proof of qualifications must accompany the application